



# U S C E N S U S B U R E A U

*Helping You Make Informed Decisions*

**U.S. DEPARTMENT OF COMMERCE  
U.S. CENSUS BUREAU**

**Recruiting Bulletin No: 06-25-004  
Chicago Regional Office**

**OPENING DATE: January 10, 2006**

**CLOSING DATE: Open Until Filled**

**POSITION: LEAD FIELD REPRESENTATIVE**

**SERIES GRADE, SALARY: GS-0303-5 \$13.58 - \$13.85**

**PROMOTIONAL POTENTIAL: GS-05**

**EXCEPTED SERVICE APPOINTMENT**

**WHO MAY APPLY (AREA OF CONSIDERATION): CURRENT SCHEDULE A CENSUS BUREAU EMPLOYEES WHO RESIDE WITHIN THE STATE OF WISCONSIN, COUNTIES OF DODGE, WASHINGTON, FOND DU LAC, AND SHEBOYGAN.**

**JOB LOCATION: JOB IS LOCATED THE STATE OF WISCONSIN SURVEY INTERVIEWING BOUNDARIES OF 2543 AND 2544, COUNTIES OF DODGE, WASHINGTON, FOND DU LAC, .AND SHEBOYGAN.** Duty station is your home.

**WORK SCHEDULE:** The incumbent of this position is covered by the mixed-tour employment program. Based on the Regional Office workload the number of hours scheduled per week could range up to 40 hours. If the candidate selected for this position is not already serving under a mixed-tour work schedule he/she must sign an Excepted Service Mixed-Tour Agreement prior to appointment.

**DUTIES:** Incumbent performs field team leader activities under guidance by a higher level program supervisor, usually a Survey Statistician. Assists in recruiting and testing. Assists in conducting group training sessions, observations and reinterviews. Performs regular and emergency interviewing assignments on the American Community Survey, manages or conducts non-response follow-up and serves as a source of advice and guidance to Field Representatives.

**QUALIFICATIONS:** One year of specialized experience equivalent to at least the next lower grade level in the Federal Service. Must be willing to travel throughout assigned areas and the region.

**SPECIALIZED EXPERIENCE is described as:** One year of specialized experience equivalent to the grade 4 level in the Federal service which demonstrates the ability to: (1) gather, assemble, and edit data; (2) interview respondents to gather and obtain data; and (3) operate personal computers to create, edit, print and retrieve documents.

Applications will also be reviewed for the following experience: Experience as a Team Leader, experience with on the job training, conducting reinterview and noninterview follow-up, maintaining survey staffing levels, flexibility, assistance in classroom training, work on special data collection tests, experience with workforce diversity and public relations.

**CONDITIONS OF EMPLOYMENT:**

- ◆Must be available for day, evening and weekend work.
- ◆Must be willing to travel, with limited notice, throughout assigned areas and the region.
- ◆Must be willing to accept all assignments.

**HOW TO APPLY:** Submit an OF-612, Optional Application for Federal Employment, resume, or other documentation of your experience, education, and training relevant to the position. Be sure to specify the Announcement Number for which you are applying.

**Send Applications to: Bureau of the Census  
Attn: Kathy Yendrek  
2255 Enterprise Dr., Suite 5501  
Westchester, IL 60154**

**ALL SELECTIONS ARE BASED SOLELY ON MERIT, FITNESS, AND QUALIFICATIONS,  
AND DO NOT INVOLVE DISCRIMINATION BASED ON RACE, RELIGION, NATIONAL  
ORIGIN, MARITAL STATUS, SEX, AGE OR PHYSICAL HANDICAP  
THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL OPPORTUNITY EMPLOYER.**

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